

## Schedule E Format

### System Information

System Name  
System Category  
Sub Category (for Telecomm Only)  
Count  
Description

### Timeline

Current Phase in Year 2000 Preparedness  
Percent Complete to Date (of Year 2000 Preparedness Current Phase)  
Actual or Expected Completion Date (of Year 2000 Preparedness)  
Percent Complete to Date (of Impact Reduction – Contingency Planning)  
Actual or Expected Completion Date (of Impact Reduction – Contingency Planning)

### Cost to Completion

Incremental Dollars to Completion  
External Funding Required

### Resources to Completion

Incremental Effort to Completion (work hours)  
Additional Resource Hours Required (work hours)  
Resource Skills (Subject Matter Expertise)

### Issues and Action Items

Major Issues  
Action Items

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## System Information

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### 1.) System Name

Type name

Question 1: What is the System's name?

If a system has an acronym, please list the acronym followed by the complete name.

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### 2.) System Category

Select one

Question 2: What category does the system belong to?

Please see the Glossary <LINK> for Category definitions.

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### 3.) Sub-Category (for Telecom Systems Only)

Select one

Question 3: What sub-categories does the system belong to?

For systems in the Telecom Category, select all sub-categories that apply. If the system is not in the Telecom Category, the sub-category data will not be stored.

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### 4.) Count

Type number

Question 4: How many versions or units of the system/application/hardware are there in production?

For example: if we wanted to inventory 200 phones or embedded applications (e.g. systems), we would not create an inventory item for each phone or application. We would create one inventory item representing all phones or applications with a count of 200.

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### 5.) Description

Type text description

Question 5: What does the system do?

Please provide a brief description of the system, including the system's main functionality and business purpose.

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**Timeline**

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**6.) Current Phase in Year 2000 Preparedness**

Select one

Question 6: What phase is the system currently in?

The vendor should assess the Department's response by utilizing standard metrics gathered through experience, which would validate the current phase. Some helpful questions are:

- Are tasks from prior phases still being completed? If yes, then the system is considered to be in the earliest stage where tasks are still being completed.
- What future phases have you started working on?

The system can be in only ONE phase at one time. Please see the Glossary <LINK> for Phase definitions.

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**7.) Percent Complete to Date (of Year 2000 Preparedness Current Phase)**

Type percent, no decimals 90 = 90%

Question 7: What is the percent complete for the current phase of work being performed?

The vendor should assess the Department's response by utilizing standard metrics gathered through experience, which would validate the percent complete. These may include:

- Remaining effort to complete
- Lines of code
- # of tasks completed/remaining

Etc.

A phase is not considered complete until all of the tasks for that phase have been finished – 100%.

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**8.) Actual or Expected Completion Date (of Year 2000 Preparedness)**

Type date (mm/dd/yyyy)

Question 8: What is the actual or expected completion date of the Year 2000 Preparedness effort for this system (not necessarily the project plan date)?

The vendor should assess the Department's response by utilizing standard metrics gathered through experience, which would validate the validity of the actual or expected completion date. Some helpful questions are:

- Do you expect the system to be completed before or after the scheduled completion date?
- Is the system's Y2K remediation effort on schedule with the current project plan?
- Estimated completion date of all phases? This question will help populate fields on Schedule C and concerns should be raised if the dates seem unrealistic. Based on these dates, can the system be completed by the estimated completion date?

Note: The date specified on the Department's work plan is not necessarily what is important. The vendor should try to reveal the estimated completion date, whether before or after the work plan date.

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**9.) Percent Complete to Date (of Impact Reduction – Contingency Planning)**

Question 9: What is the percent complete for the Department's effort on developing and testing contingency plans for this system?

Type percent, no decimals 90 = 90%      The vendor should assess the Department's response by utilizing standard metrics gathered through experience, which would validate the percent complete.

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**10.) Actual or Expected Completion Date (of Impact Reduction – Contingency Planning)**

Type date (mm/dd/yyyy)

Question 10: What is the actual or expected completion date of Contingency Planning (not necessarily the project plan date)?

The vendor should assess the Department's response by utilizing standard metrics gathered through experience, which would validate the validity of the actual or expected completion date.

Note: The date specified on the Department's work plan is not necessarily what is important. The vendor should try to reveal the estimated completion date, whether before or after the work plan date.

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**Cost to Completion**

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**11.) Incremental Dollars to Completion**

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Type number, no decimals.

*Question 11: What is the estimated cost to complete the work for this system – from the assessment date to the date of completion? This includes Year 2000 Preparedness costs only (not Impact Reduction).*

The vendor should assess the Department's response by utilizing standard metrics gathered through experience. Some helpful questions are:

- How were cost estimates derived? (e.g., lines of code)
- Is there a separate budget in place for contingency planning?
- How will the dollars needed to complete the effort be used?

Year 2000 Preparedness and Contingency Planning budget figures are rolled into a single figure for Schedule E.

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**12.) External Funding Required**

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Type number, no decimals.

*Question 12: Is there a gap in funding between the funds available and the funds required to complete the project? If so, what is the gap?*

The vendor should assess the Department's response by utilizing standard metrics gathered through experience. Some helpful questions are:

- How much funding do you currently have available for the completion of this system?
- What will you use the additional funding for?

We are looking for a dollar amount here. Based on how much money is required from the assessment date to completion, how much funding does the Department NOT have (that it requires)? Example: The Department estimates \$10,000 required to completion, but only has \$8,000 of that (does not have \$2,000, but requires it).

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**Resources to Completion**

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**13.) Incremental Effort to Completion (work hours)**

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Type number, no decimals.

*Question 13: How many work hours are required to complete this system, given the specified Incremental Dollars to Completion (item 11 above) and Expected Completion Date (item 8 above)?*

The vendor should assess the Department's response by utilizing standard metrics gathered through experience.

One helpful question is: Are there detailed work plans in place, or are role responsibilities documented for the resources?

This metric includes all hours required including those of state employees and contractors.

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**14.) Additional Resource Hours Required (work hours)**

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Type number, no decimals.

*Question 14: Of the Incremental Effort to Completion (item 13 above), how many resource hours will the Department require to staff (that it does not have staffed) to complete all phases of Y2K work for the system?*

The vendor should assess the Department's response by utilizing

standard metrics gathered through experience. One helpful question is:

Are there detailed work plans in place, or are role responsibilities documented for the Incremental Effort to Completion?

This metric includes all hours required including those of state employees and contractors.

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**15.) Resource Skills (Subject Matter Expertise)**

Type text description

*Question 15: What unique skills are required of the Additional Resource Hours (item 14 above)?*

The vendor should assess the Department's response by utilizing standard metrics gathered through experience.

One helpful question is: Describe the tasks allocated to the Additional Resource Hours (item 14 above).

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**Issues and Action Items**

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**16.) Major Issues**

Type text description

*Question 16: What are the major issues for this system?*

The vendor should assess the Department's response by utilizing standard metrics gathered through experience. Some helpful questions are:

- What major issues may impact the Department's ability or timing to complete the work?
- Are there resource needs beyond resource hours that need to be addressed (e.g. test environments)?
- Are other Departments causing problems or delays?
- Is sufficient input/participation occurring with users?
- Are there significant conflicts with other non-Y2K projects?

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**17.) Action items**

Type text description

*Question 17: What are the Action Items for this system?*

Please specify the action items identified for this system. Also, list any action items that may have surfaced from this assessment.

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**18.) IV&V Required**

Select one (Yes/No)

*Vendor Question 18: Is IV&V required for this system?*

***This field should be completed based on the Vendor's Assessment. This question is for the DDA Vendor, not the Department:***

Vendor Question: Based on your evaluation, does this system require IV&V?

A system will require IV&V if it will not meet the completion date of September 1, 1999, major issues exist, or if the Cost Estimates raise a red flag. This is a subjective decision on the part of the DDA Vendor.